

IC 2004-1 TO AFI 36-3003, MILITARY LEAVE PROGRAM

12 JANUARY 2004

★SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2004-1 (attachment 4). Corrects DFAS-DEM reference in paragraphs 4.9.1, 6.3.9, and note below paragraph 5.14. Clarifies members are no longer restricted to the 90-day terminal leave, permissive TDY (PTDY), and processing time limitation in conjunction with separation or retirement. Members may now take such terminal leave, PTDY (20 days CONUS or 30 OCONUS as authorized by the losing commander) and processing days without limit. Deletes the following paragraphs 6.7.6, 6.7.6.1, and 6.7.6.2. Deletes rule 3 (table 6) column C comment 3. Updates comment 2 of rule 4 (table 7); deletes comment 6 of rule 5 (table 7); and deletes rule 6 (table 7). Deletes rule 14 (table 7) referencing the Boot Strap Program. Adds information to rule 15 (table 7) in column A to include interviews for Medical Services Programs under AFI 41-117. Deletes duplicate information from rule 18 (table 7) in column A. Updates rule 30 (table 7) adding list of approved non-sectarian organizations in column C. Deletes rule 32 (table 7) realigning information in column B and C to rule 32. Adds rule 47 (table 7) authorizing the use of PTDY for the PRK and LASIK Program. Adds rule 48 (table 7) authorizing the use of PTDY for the MTI Shadow Program. Adds rule 49 (table 7) authorizing the use of PTDY to officiate at a retirement ceremony. Updates paragraph 14.2 changing the limitation on the use of deferred COT leave from 1 year to the end of the current overseas tour or 1 year after completion of contingency duties, whichever comes first. Updates note below paragraph 14.2 deleting the reference in the last sentence to the 1 year time frame. Deletes note from paragraph 14.3.2 referencing 1 year COT leave travel time limit. Updates Information Collections, Records, and Forms (paragraph 15). See the last attachment of the publication, IC 2004-1, for the complete IC. A bar (/) indicates revision from the previous edition.

★OPR: HQ AFPC/DPSFOC (MSgt Donald Taylor)

★Supersedes: AFI 36-3003, 14 April 2000.

★Certified by: HQ AFPC/DPS (Col Dale Hess)

★4.9.1. Normally use the AF Form 988 for all types of leave and PTDY. DFAS-DEM 7073.2, volume II, chapter 7, *Unit Leave Procedures*, contains leave processing procedures using the AF Form 988.

★NOTE following paragraph 5.14: NOTE: DFAS-DEM 7073.2, volume II, chapter 7, *Unit Leave Procedure*, describes the responsibilities of the commander, the supervisor leave approval authority, and the unit. It also contains procedures for the use of AF Form 988 and for requesting leave. It explains commencement of leave, termination of leave, and failure to return from leave. It also explains processing other leave requests other than ordinary leave.

★6.3.3. Thirty Days or More of Advance Leave. HQ AFPC/DPSFOC is the approval authority. Send requests for advance leave when members have already taken up to 30 cumulative days of advance leave through the MAJCOM to HQ AFPC/DPSFOC, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739. Include:

★**NOTE following paragraph 6.3.3.6: NOTE:** For immediate emergencies or urgent personal situations, HQ AFPC/DPSFOC gives telephonic approval when members have already taken up to 30 cumulative days of advance leave. DSN 665-3415 or commercial (210) 565-3415. First Sergeants ensure commander's support staff personnel complete the AF Form 988 and follow up with a message, E-mail, or data fax (DSN 665-2543) within 48 hours, with the information in 6.3.3.1 through 6.3.3.6.

★6.3.9. Indebtedness. The Financial Services Office stops or collects, if applicable, all pay and allowances paid after member's leave status changes from advance to excess leave. There is an additional collection of one half-day for each 6-day increment of excess leave (see figure 3 below). **NOTE:** See DFAS-DEM 7073.2, volume II, chapter 7.

★6.5.4. HQ AFPC/DPSFOC Approval. HQ AFPC/DPSFOC approves emergency leave:

★6.5.5.5. Send emergency leave requests to HQ AFPC/DPSFOC via data fax (DSN 665-2543), with full justification if leave requested results in a member:

★6.5.6.2. HQ AFPC/DPSFOC approves advance leave for more than 30 days when members have already taken 30 cumulative days of advance leave.

★6.5.6.3. The PERSCO Team Chief requests approval for advance leave in excess of 30 days from HQ AFPC via data fax (DSN 665-2543) and notifies the unit of assignment of the final decision.

★6.5.8.2.3. Send requests for leave resulting in 60 or more days of leave that include advance or excess days to HQ AFPC/DPSFOC, with full justification.

★**NOTE following paragraph 6.7.2.2 is DELETED.**

★6.7.6. **DELETED.**

★6.7.6.1. **DELETED.**

★6.7.6.2. **DELETED.**

★Table 6. Excess Leave Requests.

R U L E	A	B	C
	If the member requests leave	Then	Comment
1	for an emergency or urgent personal situation	unit commander may approve number of days not to exceed 60 cumulative days of ordinary, advance, and excess leave. First sergeant may approve when delegated authority to approve emergency leave for enlisted personnel.	Advise members to consider humanitarian reassignment for emergencies requiring more than 60 days absence from duty.
2		★HQ AFPC/DPSFOC may approve number of days exceeding 60 cumulative days of ordinary, advance, and excess leave	N/A

3	<p>for separation or retirement relocation activities such as job search and is eligible under AFI 36-3022, <i>Transition Assistance Program</i>, as a:</p> <p>(1) Voluntary separation incentive separatee. (2) Special separation benefit separatee. (3) Involuntary separatee (including for cause separatees eligible under AFI 36-3022) (4) Retiree</p>	<p>unit commander may approve up to 30 days unless to do so would interfere with the military mission</p>	<p>(1) Unit commander can disapprove a request for excess leave if approval would interfere with the military mission. (2) Normally approve under emergency circumstances since excess leave is a no-pay status. Pay and allowances stop on the first day of excess leave and members cannot receive disability pay if they incur a disability injury or illness while on excess leave. ★(3) DELETED. (4) Excess leave must occur within 180 days of the separation of retirement date. (5) Members may take excess leave: (a) In increments up to the maximum permitted, but not successive Mondays through Fridays. (b) In conjunction with terminal leave, if applicable. (6) A member can request excess leave in lieu of PTDY, but not both.</p>
4	<p>to participate in the Judge Advocate Accession Program</p>	<p>the staff judge advocate may approve length of program, plus travel time.</p>	<p>Advise members they can retain their leave balance up to 60 days.</p>
5	<p>while awaiting completion of administrative discharge proceedings under AFI 36-3206, <i>Administrative Discharge Procedures for Commissioned Officers</i> and AFI 36-3208, <i>Administrative Separation of Airmen</i>.</p>	<p>the MAJCOM or FOA/DP may approve unlimited days in 60-day increments.</p>	<p>Approve when you no longer need the member there and when the member meets medical criteria for separation. When reviewing requests, any approving authority may deny leave based on military necessity or in the best interests of the Air Force.</p>

6	as an officer resigning in lieu of court martial.	the MAJCOM or FOA/DP may approve unlimited days in 60-day increments.	<p>If applicable approve when:</p> <p>(1) You no longer need the member there, (2) The member meets medical criteria for separation, and (3) The member serves all adjudged confinement, or (4) You or another authority figure commutes, remits, suspends, or defers the member's sentence.</p> <p>NOTE: When reviewing requests, any approving authority may deny leave based on military necessity or in the best interests of the Air Force.</p>
7	as a member pending sentence by a court for a dismissal or punitive discharge.	the court martial convening authority may approve.	N/A
8	combined with PTDY for pre-separation or retirement relocation job or residence search and meets the same criteria as in rule 3	the unit commander disapproves.	N/A
9	awaiting entry into the Air Force Academy in a cadet status	the preparatory school commander may approve the period awaiting entry in cadet status.	Approve ordinary leave when members have accrued leave before approving excess leave. Excess leave begins after ordinary leave.

★12.2. Exception to Policy. Unit commanders may send requests for PTDY reasons not found in table 7. or paragraph 12.8. through command channels to HQ AFPC/DPSFOC, 550 C Street West, Suite 37, Randolph, AFB TX 78150-4739. Include an explanation of the circumstances for PTDY and justification for favorable consideration. Submit request early enough to allow sufficient time for processing. The MAJCOM submits recommendation and reasons for approval or disapproval.

★12.4.5. HQ AFPC/DPSFOC is approval authority for PTDY beyond 30 days when a member requests additional PTDY to remain with a dependent patient or member patient at an MTF not in the local area. Send the request with supporting documentation to HQ AFPC/DPSFOC, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739 via data fax (DSN 665-2543). See table 7., rules 7-10. Also send requests with supporting justification to HQ AFPC/DPSFOC when members request additional PTDY beyond other specified periods stated in table 7.

★Table 7. Authorized PTDY.

R U L E	A	B	C
	If the member requests PTDY	Then	Comments
1	for traveling to or in the vicinity of a new permanent duty station to secure off-base housing. This includes separatees under Air Force ROTC commissioning programs to secure housing in the vicinity of the institution they will attend.	losing unit commander may approve up to 10 days before the member signs out of the unit.	<p>(1) Member must have formal assignment notification and documentation showing that government housing is not available within 30 days of arrival. Must also have a statement of intent that says he or she plans to occupy non-government quarters.</p> <p>(2) Advise member to report to the base Housing Office before entering into any rental, lease, or purchase agreement for off-base housing.</p> <p>(3) Members can only take PTDY before signing out or after signing in unless Rule 3 applies.</p> <p>(4) Losing commander may approve up to 8 days when airmen are separating to enter Air Force ROTC commissioning programs. This will allow them to house hunt in the vicinity of the university or institution they will attend.</p>

2		gaining unit commander may approve up to 8 days after the member signs into the unit.	(5) PTDY ends once member secures housing before the authorized 8 or 10 days.
3	(1) for traveling to or in the vicinity of a new permanent duty station to secure off-base housing, with a TDY en route, or (2) when authorized to relocate family members to a designated place enroute to or returning from an overseas unaccompanied tour	losing commander may approve up to 8 days enroute.	(1) The MPF includes the following statement on the PCS orders: "Member has authorization for (number of days, not to exceed 8) PTDY for the purpose of house hunting." The actual number of PTDY not to exceed 8 days depends on the actual date the member secures housing. Member must complete PTDY prior to RNLT. (2) Members using PTDY under this rule cannot request further PTDY upon arrival at their new duty station.

4	<p>for a pre-separation or retirement relocation activity such as job or residence search and is eligible under AFI 36-3022, as a:</p> <p>(1) Voluntary separation incentive separatee.</p> <p>(2) Special separation benefit separatee.</p> <p>(3) Involuntary separatee (including for cause separatees eligible under AFI 36-3022).</p> <p>(4) Retiree.</p>	<p>losing commander may approve up to 20 days for CONUS-based members and up to 30 days for members stationed overseas, unless to do so would interfere with the military mission.</p>	<p>(1) Unit commander can disapprove a request for PTDY if approving it would interfere with the military mission.</p> <p>★ (2) Commanders cannot authorize terminal leave to “for cause” separatees authorized PTDY or other involuntary separatees required to separate at the earliest possible date.</p> <p>(3) PTDY must occur within 180 days of the separation or retirement date.</p> <p>(4) Members may take PTDY:</p> <p>(a) In increments up to the maximum permitted, but not successive Mondays through Fridays.</p> <p>(b) In conjunction with terminal leave.</p> <p>(c) As requests that require final processing in CONUS or that qualify as a stand-alone round trip.</p> <p>(5) Approve requests when members lived in Alaska, Hawaii, the Commonwealth of Puerto Rico, territory, or foreign country, and after entering active duty they kept the overseas address for the duration, and want to return there.</p>
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5		losing unit commander may approve up to 30 days for CONUS-based members who have overseas domiciles, unless to do so would interfere with the military mission.	★ (6) DELETED. (7) Member can request PTDY in lieu of excess leave, but not both, if eligible under AFI 36-3022.
★6	DELETED		
7	combined with excess leave for pre-separation or retirement relocation activities such as job or residence search and meets the criteria in rule 4A	unit commander disapproves.	Member can request PTDY in lieu of excess leave, but not both, if eligible under AFI 36-3022.

8	to accompany a dependent patient or member patient to a designated MTF not in the local area when the medical authority deems it essential, or to join a dependent patient or member patient at a designated MTF not in the local area when the medical authority deems it essential	unit commander may approve up to 10 days.	<p>(1) Do not authorize PTDY if funded TDY appropriate. This applies if medical authority appointed member as a non-medical attendant to accompany a dependent patient or member patient to and from a medical facility for required medical attention. See JFTR, Chapter 7, Parts I and Q, AFI 65-103, <i>Temporary Duty Order</i>, and AFH 41-114, <i>Military Health Services System (MHSS) Matrix</i>, for information on the use of the Aeromedical Evacuation system.</p> <p>(2) PTDY is applicable during periods of hospitalization. Periods of hospitalization for the same illness are cumulative.</p> <p>(3) PTDY is not appropriate for rehabilitation or outpatient treatment.</p> <p>(4) For the initial 10 days, the illness or injury does not have to be critical or life threatening. It only requires the recommendation of a physician and approval by the unit commander.</p> <p>★ (5) Requests for additional PTDY up to 20 days and requests sent to AFPC/DPSFOC require seriously ill or very seriously ill status and recommendation for approval by the local military MTF commander or designee. Seriously ill means a condition so severe that there is cause for immediate concern but no imminent danger to life. Very seriously ill means a condition is so severe that there is imminent danger to life.</p>
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9		wing commander, designee or equivalent may approve up to 20 additional days.	<p>★(6) Send requests of 30 days or less to the wing commander through the unit commander, and requests for over 30 days through the wing commander to HQ AFPC/DPSFOC, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739 or data fax (DSN 665-2543). Include in the request:</p> <p>(a) Member's grade, name, SSN, unit and location of assignment.</p> <p>(b) Date PTDY began, number of days approved and name, grade and title of approving official.</p> <p>(c) Number of days of extended time requested.</p> <p>(d) Dependent's name and relationship to sponsor.</p> <p>(e) A family member's location, and name and telephone number of attending physician.</p> <p>(f) The physician's statement of diagnosis, expected treatment and prognosis, and whether the patient is on the SI or VSI roster.</p> <p>(g) The expected duration of hospitalization.</p> <p>(h) Statement member understands seeking counseling regarding humanitarian or exceptional family member reassignment if the dependent patient's expected length of stay will exceed 30 days and the physician does not expect the patient to change for the better within a 60-day period.</p> <p>(i) Recommendation by the local military MTF commander or designee.</p> <p>(j) Recommendation by the wing commander, designee or equivalent</p>
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10		★HQ AFPC/DPSFOC may approve additional days.	N/A
11	to be with a dependent patient or member patient at a designated MTF in the local area when the medical authority deems it essential	unit commander may approve up to 10 days.	(1) The illness or injury does not have to be critical or life threatening. It only requires the recommendation of a physician. (2) Unit commander cannot approve additional PTDY. (3) Viable options for absences beyond 10 days include liberal leave policy, special pass, flex-time, or time-off at commander's discretion.
12	to travel to the MAJCOM or AFPC Career Development Division, either as an individual or part of a group, to discuss individual career-management progress, plans and aspirations, and to review records	unit commander may approve up to 10 days.	N/A
13	to attend a DoD-sponsored employment assistance seminar under the Transition Assistance Program when the member cannot schedule one locally and when the member will separate or retire within 180 days	unit commander may approve up to 7 days if member is eligible for transition assistance under AFI 36-3022.	N/A
★14	DELETED		
15	★to attend Medical Services Educational Programs, including interviews, under AFI 41-117, <i>Medical Service Officer Education</i> , and AFCAT 36-2223, <i>USAF Formal Schools</i>	unit commander may approve the length of the program plus travel time.	N/A

16	to attend meetings or seminars sponsored by non-Federal technical, scientific, professional (medical, legal, and ecclesiastical) societies and organizations.	unit commander may approve up to 10 days.	NOTE: The meeting or seminar must have a direct relationship to the member's primary military duties and clearly enhance his or her value to the Air Force.
17	to travel to a governmental agency to take an examination for certification and licensing in the registry of medical, dental, or medical service personnel, or engineers, architects, and financial-career field personnel	unit commander may approve up to 10 days.	N/A
★18	to take Graduate Record Examinations or the Law School Admission Test for the purpose of applying to the Funded Legal Education Program, or as graduate students in business to take admission tests to qualify for the Air Force Institute of Technology (AFIT); or to participate in an in-house academic program as part of a course of study that AFIT or Air University oversees, or to take the Medical College Admission Test when applying to the Air Force Health Professions Scholarship Program, or for a required interview for acceptance into the graduate-training program at the Uniformed Services University of the Health Sciences	unit commander may approve up to 10 days.	NOTE: If a member requests PTDY to pursue an internship as an AFIT student, the appropriate AFIT dean may approve the use of PTDY up to the length of the internship.
19	to defend doctoral dissertation or master's thesis	unit commander may approve up to 5 days.	N/A

20	to take bar examination; as staff judge advocates being admitted to a bar where admission requires a personal appearance; to attend the Hague Academy of International Law; to attend Continuing Legal Education (CLE) programs to keep up with their state's mandatory CLE requirements; or to apply for admission to the Bar of the US Supreme Court when the member cannot apply by mail	unit commander may approve up to 10 days.	N/A
21	to interview with an ANG or USAFR unit commander (see AFI 36-3205, <i>Applying for the Palace Chase or Palace Front Programs</i>)	unit commander may approve up to 7 days.	N/A
22	as Air Force Reserve Officers' Training Corps faculty applicants to travel to a university for a required interview	unit commander may approve up to 10 days	N/A
23	to attend wing advisory council orientation trips	unit commander may approve up to 10 days	N/A
24	to attend national conventions or meetings hosted by Service-connected organizations such as the Air Force Sergeants Association and the Non-Commissioned Officers' Association	unit commander may approve up to 10 days	Members must exhibit to the commander's satisfaction a legitimate professional connection with the meeting or convention concerned.
25	to attend Civil Air Patrol encampments, drill competitions, conferences and orientation courses as instructors, advisors, or liaisons	unit commander may approve up to 10 days	N/A
26	to perform emergency duties as members of the Civil Air Patrol	unit commander may approve up to 4 days.	N/A

27	to attend meetings or council sessions of the Credit Union Associations as members of the Board of Directors of a DoD Credit Union, when the purpose of the meeting bears directly on the DoD Credit Union Program	unit commander may approve up to 10 days.	N/A
28	as chaplains, to attend a spiritual retreat, ecclesiastical conference, or to consult with ecclesiastical superiors	unit commander may approve up to 15 days, including travel time) maximum in a fiscal year.	N/A
29	to serve in leadership roles for spiritual renewal programs including chapel youth trips and summer camps, sponsored by either HQ USAF/HC, MAJCOM/FOA/DRU/HC or installation/HC; or to take part in chapel leadership training programs authorized by the senior chaplain to supplement local chapel leadership needs	unit commander may approve up to 5 days maximum, plus common carrier travel time per fiscal year.	N/A
30	to support non-sectarian national youth organization troop or group unit activities, including logistic functions, individual unit activities, or required staff member or instructor training	unit commander may approve up to 10 days.	<p>★ (1) Non-sectarian youth organizations include the Boy/Girl Scouts of America, Boys/Girls Clubs of America, Young Men's/Women's Christian Association, Civil Air Patrol, United States Olympic Committee, Special Olympics, Campfire Boys/Girls, 4-H Club, or Police Athletic League.</p> <p>(2) "Non-sectarian" means not affiliated with or restricted to a particular religious group.</p> <p>(3) Commanders should make effort to support those programs that directly benefit the base and its local communities.</p>

31	to participate as instructors or staff members of non-sectarian national youth organizations in direct support of sponsored encampments, conferences, established summer camps, and similar activities conducted under the auspices of, and approved by, a national youth organization	unit commander may approve up to 30 days.	Limit members to a council-level or higher event, including national or international jamborees, national explorer conferences, national triennial, and national high-adventure bases.
★32	DELETED		
33	to participate or train in sports, recreation and talent events officially conducted or sponsored by elements of the Air Force, inter-Service organizations, or DoD, or to participate in regional, national, or international sports events pre-approved by HQ AFSVA/SVPAF	unit commander may approve up to 30 days.	(1) HQ AFSVA oversees and controls sports, recreation, and talent events. (2) Coordinate with the local Services' squadron/division before approving the request. (3) See Table 8. for use of DD Form 1610 instead of AF Form 988, if applicable.
34		HQ AFSVA may approve up to the length of events, plus travel time.	N/A
35	for attendance as a witness at a state or federal criminal investigative proceedings or criminal prosecution, in response to a subpoena, summons, or request in lieu of process. NOTE: Such attendance must be of substantial public interest, such as major crimes, and where the member would be an essential witness.	unit commander may approve up to 10 days.	Coordinate with the staff judge advocate before approving a request.

36	to present inspector general complaints under AFI 90-301, <i>The Inspector General Complaint Program</i>	unit commander may approve up to 10 days.	Coordinate with the staff judge advocate before approving a request.
37	as an immediate supervisor to a graduate only, or the designated representative, to attend Professional Military Education graduations	unit commander may approve up to 5 days.	N/A
38	as an applicant to complete naturalization processing when a court hearing has been set by the Immigration and Naturalization Service	unit commander may approve up to 10 days.	N/A
39	as an organ or bone marrow donor to travel to and from a civilian MTF	unit commander may approve up to 10 days.	Place the member in an in-patient status when admitted to the civilian MTF, and on convalescent leave in accordance with a military medical authority. (See AFI 44-102, <i>Community Health Management</i> .)
40	to travel in order to repair, return, or purchase aero club aircraft	unit commander may approve up to 10 days.	N/A
41	to travel in order to repair, restore, return or purchase artifacts or aircraft of historic interest for use in Air Force museums or air-parks	unit commander may approve up to 10 days.	N/A
42	to attend Language and Area Studies Immersion, as prescribed by SAF-IA/AFAAO	unit commander may approve up to the length of program, plus travel time.	SAF-IA/AFAAO oversees the use of this PTDY. For information, see AFI 16-109, <i>Foreign Area Officer Program</i> , or call DSN 425-8348 or commercial (703) 588-8348.

43	to travel to a non-local military MTF for the removal of inappropriate tattoos	unit commander may approve up to the length of program, plus travel time.	The unit commander determines whether the member has an inappropriate tattoo that merits voluntary removal to comply with Air Force dress and appearance standards. (This does not include the removal of unauthorized tattoos. See AFI 36-2903, <i>Dress and Personal Appearance of Military Personnel</i> , regarding the difference between unauthorized [content] versus inappropriate [military image] tattoos.) The military MTF performing the removal procedure provides the unit commander with the anticipated number of days, duration, and timing of treatments.
44	to go on a trip outside the local area with a recognized student organization comprised of ROTC cadets	ROTC commander may approve up to 5 days.	The member must be a ROTC staff member acting as a faculty advisor.
45	to participate in medical mission/charitable trips to Mexico, Honduras, Vietnam, or other countries	MAJCOM/SG may approve 1 trip per year.	Medical authorities submit their requests through command channels to MAJCOM/SG. Allow sufficient time for MAJCOM/SG response.
46	To participate in events, activities, or gatherings which have been pre-approved by HQ AFRS/CC because of potential positive impact on the Air Force recruiting mission as part of the We Are All Recruiters (WEAR) Program	Unit commander may approve up to 12 days.	HQ AFRS oversees and controls WEAR.

★47	to travel to a DoD Laser Center for either Laser-In-Situ-Keratomileusis (LASIK) or Photorefractive Keratectomy (PRK) surgery	unit commander may approve up to 7 days	<p>(1) Military, personnel other than pilots, who are approved by their local Medical Treatment Facility (MTF) as candidates to have Corneal Refractive Surgery performed which includes: Photorefractive Keratectomy (PRK) and LASIK for operational readiness enhancement performed at a DoD Laser Center.</p> <p>(2) After undergoing PRK or LASIK, there will be an average 1 week convalescence before the individual returns to work. This period is not chargeable leave (Ref AFI 36-3003 para 6.4)</p> <p>(3) Normal duties may be limited for 1 to 2 weeks depending upon the specific vision requirements of the duty location.</p> <p>(4) Personnel are restricted from mobility status for up to 4 months following any type of Corneal Refractive Surgery.</p> <p>(5) The squadron commander will make the determination if the member is releasable for this procedure based on duty and mission requirements. Factors to be considered, but not limited to, are AEF rotations, unit OPTEMPO, and other training/TDY requirements.</p> <p>EXCEPTION: If the DoD Laser Center is unable to complete the PRK or LASIK process on both eyes, then the commander may grant an additional 7 days of PTDY to return to the DoD Laser Center to complete the PRK or LASIK process.</p>
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★48	to participate in the MTI Shadow Program	unit commander may approve 5 days	MTI Shadow Program is controlled by HQ AETC
★49	to officiate at a retirement ceremony	commander may approve up to 5 days	N/A

★14.2. Deferred COT. Deferred COT refers to members unable to use the COT leave travel and transportation allowances between the two tours because of military necessity, or when deferred by the member when relocating within the same geographical/command area. Members have until the end of their new tour to use the COT leave travel and transportation allowances, otherwise the entitlement expires. The leave taken is ordinary leave charged based on authorized allowable travel time. Members unable to use the entitlement before completing the new tour due to duty in connection with contingency operations may defer travel until not more than 1 year after the completion of the duties precluding travel. In this case, the member is still entitled to leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

★NOTE following paragraph 14.2: NOTE: The additional deferment based solely on duty performed in connection with a contingency operation is a one-time additional entitlement and cannot be further extended. If members do not qualify for an extension based on duty in connection with a contingency operation, they may submit a DD Form 149, **Application for Correction of Military Records Under the Provisions of Title 10, U.S. Code Section 1552**. See AFI 36-2603, *Air Force Board for Correction of Military Records*. Member's application must establish that an error or injustice by the Air Force prevented the member from using the entitlement within the specified time frame.

★14.3.2. If the authorization for the deferred COT entitlement is on the orders but the FSO determines member took more than 10 days non-COT leave en route, consider the COT entitlement used. The member may request reinstatement of the entitlement by submitting a request for a review of his or her circumstances to HQ USAF/DPRC through command channels. If the leave en route exceeds the 10-day limitation due to reasons beyond the member's control, the member may request a review of his or her circumstances. The member must submit a written request through the chain of command to HQ USAF/DPRC, 1040 Air Force Pentagon, Washington DC 20330-1040. If the determination is made that the member did not use the deferred COT leave travel entitlement, the member will be required to reimburse the government for PCS COT leave travel payments made on the PCS voucher.

★15. Information Collections, Records, and Forms/Information Management Tools(IMTs).

15.1. Information Collections. No information collections are created by this publication.

15.2. Records. No records are created by this publication.

15.3. Forms/IMTs.

15.3.1. Adopted Forms/IMTs. DD Form 149, **Application for Correction of Military Records Under the Provisions**, DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, AF Form 937, **Request and Authorization for Emergency Leave Travel** and AF IMT 988, **Leave Request/Authorization for Leave**.

15.3.2. Prescribed Forms/IMTs. AF IMT 972, **Request and Authorization for Emergency Leave**.